

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Chief Deputy II - COR****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Administers municipal taxing and licensing programs. Ensures compliance with city and state tax codes, oversees revenue collection and provides information to the public. Supervises personnel, assists with devising programs, and coordinates work assignments.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Supervises personnel and programs by hiring, training, directing work, evaluating, developing, and promoting subordinates, ensuring compliance with tax collection codes, and monitoring and assessing programs.
2	S	Assists in the development of programs by devising tax programs and operating systems, assisting in goal and objective setting, formulating budgets, and determining organizational structure.
3	S	Coordinates work of the office by meeting and working closely with other departments, exchanging information with outside agencies, meeting with customers, determining controversial tax issues, representing the department at meetings and functions and assuming authority in absence of supervisor.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	Certified Deputy Commissioner of the Revenue
Reading	Work requires the ability to read state and city codes, policies and procedures, technical manuals, trade publications, correspondence, legal documents, reports, maps, and blueprints.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and statistical analysis.
Writing	Work requires the ability to write correspondence, reports, personnel evaluations, lesson plans, and policies and procedures.
Managerial	Managerial responsibilities include monitoring budgets, and planning and implementing organizational change.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Supervision of staff, office equipment
Sitting	F	Computer, desk work
Walking	O	Inter-office, to/from office equipment
Lifting	R	Supplies
Carrying	R	Supplies
Pushing/Pulling	O	File cabinet drawers, chair
Reaching	N	
Handling	O	Supplies
Fine Dexterity	O	Computer keyboard, telephone keypad
Kneeling	R	Retrieving files from lower drawers
Crouching	N	
Crawling	N	
Bending	R	Retrieving files from lower drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Reading, computer, desk work, supervision of staff
Hearing	C	Staff, supervisor, public, telephone
Talking	F	Staff, supervisor, public, telephone
Foot Controls	N	
Other (specify)	N	

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Vehicle, fax machine, shredder, hand tools, telephone, copier, pager, cell phone, computer, printer, scanner, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)